



UNITED STATES DEPARTMENT OF EDUCATION

WASHINGTON, D.C. 20202-\_\_\_\_\_

CB-90-11

May 1990

**SUMMARY:** This letter provides information regarding changes in the 1991-92 FISAP

Dear Financial Aid Administrator:

There are some changes to the forthcoming 1989-90 Fiscal Operations Report/1991-92 Application to Participate (FISAP) in the Perkins Loan, Supplemental Educational Opportunity Grant (SEOG), and College Work-Study (CWS) programs. We are herein advising you of those changes in advance of distribution of the form in late July. Enclosed is a draft copy of the new FISAP form.

Listed below are the major changes in the FISAP form for 1991-92 and other pertinent information:

**Information About the FISAP**

Institutions will automatically receive the Electronic FISAP materials in late July. However, exceptions will be granted to those that can not meet the requirements of filing a FISAP electronically. In order to be granted an exception, you must secure written permission from the Department of Education (ED). For further instructions, refer to the separate "Dear Colleague" letter regarding the Electronic FISAP which you may already have received.

We suggest that you begin making the necessary changes to your data collection systems now to avoid any last minute problems in meeting the FISAP filing deadline, which will be September 7, 1990, if you have requested and received a waiver to file a paper FISAP, or September 28, 1990, for Electronic FISAPS.

All FISAP submissions must be sent to one address, that of ED's contractor in Silver Spring, Maryland. The complete address will be specified prominently in the FISAP materials.

**Part I - Identifying Information, Certifications and Warning**

**Part II - Application to Participate**

No major changes.

### **Part III - Perkins Loan Program**

#### Section A - Fiscal Report (Cumulative) as of June 30, 1990

We anticipate issuing reimbursements for 1988-89 Teacher/Military/Volunteer Service Cancellations in July of 1990. You are not to report these funds as receivables on your 1989-90 Perkins Loan Fiscal Operations Report.

#### Section B - Fund Activity (Annual) During the 1989-90 Award Year (July 1, 1989 through June 30, 1990)

The Perkins Loan Federal Capital Contribution (FCC) for any award year may not be expended after June 30 of that year. Therefore, an institution may not withdraw any 1989-90 FCC from its ED Payment Management System (PMS) account after June 30, 1990. An expenditure of Perkins Loan FCC is incurred upon withdrawal of such funds from PMS and its deposit by the institution into its Perkins Loan Fund cash-on-hand account. That portion of an institution's 1989-90 adjusted FCC allocation not requested or withdrawn from PMS by June 30, 1990, must be reported in Line 2 for our ultimate recovery.

#### Section C - Cumulative Repayment Information as of June 30, 1990

Effective February 17, 1989, ED ceased all collection efforts on defaulted National Defense/Direct Student Loan (NDSL) accounts that were "referred" to ED during the period August 15, 1979 through June 30, 1981. Therefore, all accounts previously designated as "referred" have been officially converted to assignments or the institution has resumed responsibility for the collection of those loans. Consequently, Section C, Line 2 in the previous edition of the Perkins Loan Program Fiscal Operations Report has been eliminated and the remaining line items renumbered. Those loans which have been converted to assigned loans must be reported on the new Line 2 and any accounts for which the institution resumed accountability must be reflected in the appropriate status category of Section C of the report.

**Part IV - Supplemental Educational Opportunity Grant (SEOG) Program**

There are several aspects of the SEOG Program that affect the preparation of your 1989-90 Fiscal Operations Report and may also require further changes in your administration of the program for the 1990-91 award period. These are as follows:

- a. Federal/Institutional Share Requirements for the SEOG Program - For the award period July 1, 1989 through June 30, 1990, the institutional share of SEOG awards made by an institution must be 5 percent of such awards. (For the 1990-91 award period, the institutional share is increased to 10 percent and the Federal share is decreased to 90 percent.) The institution is required to provide the non-Federal share from its own resources which may include institutional grants and scholarships, tuition or fee waivers, state scholarships, or foundation or other charitable organization funds.

As indicated in a previous "Dear Colleague" letter, the appropriate matching can be accomplished by one of three methods. In the following discussion of the three methods, it should be noted that, in order to meet the definition of an "SEOG recipient," some portion of the grant awarded a student must have come from the SEOG Federal monies. Also, at any point in time during the award period, when the SEOG awards are disbursed, the required match must have been accomplished, *i.e.*, the institution's own resources (which are the non-Federal share) must have been disbursed prior to or at the time the Federal monies are disbursed. The three methods are:

- (1) Individual SEOG recipient basis - In this situation, the institution would provide its share to an individual SEOG recipient together with the Federal share, *i.e.*, each student's total SEOG award would consist of 5 percent institutional resources and 95 percent Federal monies for the 1989-90 award period and 10 percent institutional resources and 90 percent Federal monies for the 1990-91 award period.
- (2) Aggregate basis - In this situation, the institution would ensure that the sum of all SEOG awards to students in the 1989-90 award period would consist of 5 percent institutional resources and 95 percent Federal SEOG monies (10 percent and 90 percent

from the respective institutional and Federal sources for the 1990-91 award year). For example, if the total SEOG awards to students in the 1989-90 award year were \$50,000, the institution would have had to ensure that \$47,500 was from Federal SEOG monies and \$2,500 was from institutional resources. In this example, even though there were at least thirteen SEOG recipients, the entire \$2,500 institutional matching resource requirement could be met by the awarding of a \$2,500 institutional resource to only one SEOG recipient. This is true for all cases.

- (3) Fund specific basis - In this situation, the institution could establish an "SEOG fund" into which it deposits SEOG Federal funds together with the required institutional share. Awards to SEOG recipients would then be made from the "fund."

- b. Reporting SEOG Expenditures - Reporting SEOG award expenditures in the Fiscal Operations Report (for the 1989-90 award period) is accomplished by entering the SEOG awards data in Part IV, Section C, line 5 (Total SEOG Disbursements to Students), the required institutional share in line 6 (Institutional Share of Disbursements to Students), and the appropriate Federal share in line 7 (Federal Share of SEOG Disbursements to Students) unless the institution has been granted a waiver; in such case, line 5 will equal line 7.
- c. Administrative Cost Allowance - In calculating the institution's administrative cost allowance for the 1989-90 award period, the institution is to include in its calculation the full amount of SEOG awards (*i.e.*, the required 5 percent institutional portion plus the 95 percent Federal share). If the Department has granted your institution a waiver of its required institutional share under the Strengthening Institutions Program (34 CFR Part 607) or the Strengthening Historically Black Colleges and Universities Program (34 CFR Part 608), your institution's administrative cost allowance may be calculated on only the full Federal portion.

#### **Part V - College Work Study (CWS) Program**

Per the Federal regulations of December 1, 1987, effective with the 1989-90 award period and subsequent award periods, an institution may no longer add any CWS funds carried forward into the next year or carried back to the previous year to the total CWS allocation, when determining the maximum percent of available funds that may be used in 1989-90 for the following purposes:

- (1) Transfer of CWS funds to SEOG;
- (2) Federal share of earnings in private for-profit sector employment; •
- (3) Community Service Learning (CSL) earnings at a 90 percent Federal share; and
- (4) Regular or CSL Job Location and Development Programs.

For example, CWS funds carried forward into 1989-90 from 1988-89 or carried back into 1989-90 from 1990-91, may not be added to the 1989-90 total CWS allocation. The maximum amount usable for each of the four purposes listed above is the appropriate percentage of the total of an institution's 1989-90 original CWS allocation plus any supplemental 1989-90 CWS allocation.

Please note the changes in the percentage of Federal share of total earned compensation for the 1989-90 award year. The maximum Federal share in Line 13(a) has been changed from 80 percent to 75 percent, and the maximum Federal share in Line 13(b) has been changed from 60 percent to 55 percent. The Community Service Learning Program (CSLP), Line 13(c), maximum Federal share remains the same. Only if the institution has an approved waiver of the institutional share may the entries in Lines 13(a) and (c) exceed the maximum 75 percent and 90 percent Federal shares, respectively. The entry in Line 13(b) may never exceed 55 percent.

Line 23 from last year's report, Federal Share of JLD Program Expenditures, has been eliminated since it duplicated Line 16 and the remaining items have been renumbered.

#### **Part VI - Program Summary**

No major change.

**SPECIAL NOTE:**

Eligible Aid Applicant Grid Information (FISAP, Part II, Section E) - For an award year or period of enrollment that began on or after July 1, 1988, an institution must use the Congressional Methodology (CM) to determine an expected family contribution (EFC) for the Campus-Based programs. This methodology is detailed in Part F - Need Analysis of the Higher Education Act of 1965, as amended.

As always, you must ensure that the taxable and nontaxable income used in computing the expected family contribution for an eligible aid applicant is reflected. However, when you place eligible aid applicants in the grid you must consider all taxable and nontaxable income used in the methodology. Previously a dependent student's taxable and nontaxable income was not used in calculating the EFC and, therefore, in determining grid placement. In completing the grid where the CM provides for consideration of base-year income, as in the case of both dependent and independent students, total family taxable and nontaxable base-year income must be used in placing the student in the grid. Likewise, where the CM provides for consideration of projected year income, as in the case of a dislocated worker, that income must be used in determining grid placement.

Perkins Loan Default Rate

The maximum default rate for receipt of a Perkins Loan 1991-92 Federal capital contribution is 15 percent.

New Federal/Institutional Share Requirements for the SEOG and CWS Programs

For the award year July 1, 1990, through June 30, 1991:

- (a) The Federal share of total awards made by an institution in the SEOG program is decreased to 90 percent; and
- (b) The maximum Federal shares in the CWS program are 90 percent for CSLP earned compensation, 50 percent for private (for-profit) earned compensation, and 70 percent for the remaining categories of earned compensation.

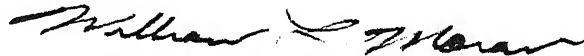
Page 7 - Dear Colleague

If you need clarification regarding preparation of the FISAP, please direct any questions to your Campus-Based Programs State Representative in Washington, D.C. A list of these representatives and their phone numbers is enclosed.

Sincerely,



Roberta B. Dunn  
Deputy Assistant Secretary  
For Student Financial Assistance



William L. Moran  
Director, Student Financial  
Assistance Programs

Enclosure

cc: Leonard L. Haynes, III  
Assistant Secretary for  
Postsecondary Education





# Application and Fiscal Operations Report (FISAP)

# DRAFT

OMB No 1840-0073  
Expires 6/30/91

APPLICATION: Award Period July 1, 1991 - June 30, 1992; REPORT: Award Period July 1, 1989 - June 30, 1990

## Part I. Identifying Information, Certifications and Warning

### Section A. Identifying Information

#### 1. Name and Address of Institution

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Serial No. \_\_\_\_\_  
(4 digits)

3. Entity No. 1- \_\_\_\_\_  
(11 digits)

#### Branch or Multi-Campuses:

Institutions with separately eligible branch campuses which will be funded under this application must list these locations and their addresses on an attached separate sheet. You may not file a separate application for any separately eligible institution listed herein.

I have attached a separate list of branch campuses: Yes ☐ No ☐

#### 4. Type of Institution ("X" one)

- 4.1 Public  
4.2 Private/Non-Profit  
4.3 Proprietary  
    a) Art  
    b) Business  
    c) Cosmetology  
    d) Trade & Technical  
    e) Other

#### 5. Length/Type of Program ("X" one)

- 5.1 Less than 1 year  
5.2 1 year but less than 2 years  
5.3 2 years but less than 3 years  
5.4 3 years but less than 4 years  
5.5 4 years (Baccalaureate Degree granting only)  
5.6 5 years or more  
5.7 Postbaccalaureate only

### Section B. Certifications and Warning

We certify that the information contained in this form is in compliance with governing legislation and regulations and is true and accurate to the best of our knowledge. We understand that the information is subject to audit and program review by representatives of the Secretary of Education.

**WARNING:** Any person who knowingly provides false or misleading information on this form will be subject to a fine of up to \$10,000 or to imprisonment of up to 5 years or to both under provisions of the United States Criminal Code Title 18 Section 1001.

#### 6. Chief Executive Officer (President, Chancellor, Owner, etc.)

Signature \_\_\_\_\_

Typed name \_\_\_\_\_

Date Signed \_\_\_\_\_

Telephone no. \_\_\_\_\_  
area code - number - extension

#### 7. Financial Aid Administrator

Signature \_\_\_\_\_

Typed name \_\_\_\_\_

Date Signed \_\_\_\_\_

Telephone no. \_\_\_\_\_  
area code - number - extension

#### 8. Chief Fiscal Officer

Signature \_\_\_\_\_

Typed name \_\_\_\_\_

Date Signed \_\_\_\_\_

Telephone no. \_\_\_\_\_  
area code - number - extension

#### 9. Name and Address of Private Financial Aid Consultant Firm

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Application

OMB No 1840-0073  
Expires 6/30/91

Name of Institution  
and State \_\_\_\_\_

Serial  
Number \_\_\_\_\_

Entity  
Number 1- \_\_\_\_\_

## Part II. Application to Participate — For Award Year July 1, 199/ Through June 30, 199 2

### Section A. Request for Funds for the 199/-92 Award Year

1. Perkins Loan Level of Expenditures \$ \_\_\_\_\_
2. Perkins Loan Federal Capital Contribution \$ \_\_\_\_\_
3. SEOG Federal Funds \$ \_\_\_\_\_
4. CWS Federal Funds \$ \_\_\_\_\_

### Section B. CWS and/or SEOG Institutional Share Waiver Request

(Applies only to certain institutions; see instructions)

5. I wish to apply for a waiver because our institution  
is designated as eligible for Title III.

5.1 CWS ☐ Yes ☐ No

5.2 SEOG ☐ Yes ☐ No

EO Form 646-1, 6/30/91

Name of Institution  
and State \_\_\_\_\_Serial  
Number \_\_\_\_\_Entity  
Number 1- \_\_\_\_\_**Section C. Information on Enrollment**

(Institutions with TRADITIONAL CALENDAR)

(Institutions with NON-TRADITIONAL CALENDAR)

Institutions that had 1989-90 enrollment, fill in line 6

	(a) Undergraduate	(b) Graduate/Professional
6. Total number of students, 1989-90	_____	_____

Institutions that did not have 1989-90 enrollment, fill in lines 7 and 8.

	(a) Undergraduate	(b) Graduate/Professional
7. Estimated number of students, 1990-91	_____	_____
8. Projected number of students, 1991-92	_____	_____

	(a) Continuing Students	(b) New Starts
9. July 1, 1989	_____	_____
10. August 1	_____	_____
11. September 1	_____	_____
12. October 1	_____	_____
13. November 1	_____	_____
14. December 1	_____	_____
15. January 1, 1990	_____	_____
16. February 1	_____	_____
17. March 1	_____	_____
18. April 1	_____	_____
19. May 1	_____	_____
20. June 1, 1990	_____	_____
21. Total	_____	_____

**Section D. Assessments and Expenditures**

22. Total tuition and fees for the Award Year July 1, 1989-June 30, 1990

\$ \_\_\_\_\_ \$ \_\_\_\_\_

23. Total Pell expenditures for the 1989-90 Pell Grant Award Year

\$ \_\_\_\_\_

24. Total expended for State grants and scholarships made to undergraduates for the Award Year July 1, 1989 to June 30, 1990;

\$ \_\_\_\_\_

**Section E. Information on Eligible Aid Applicants for Award Year 1989-90**

	Taxable & Non-taxable Income	(a) DEPENDENT Undergraduate	(b) DEPENDENT Graduate/Professional		Taxable & Non-taxable Income	(c) INDEPENDENT Undergraduate	(d) INDEPENDENT Graduate/Professional
25. \$ 0-\$ 2,999	_____	_____	_____	\$ 0-\$ 999	_____	_____	_____
26. 3,000- 5,999	_____	_____	_____	1,000- 1,999	_____	_____	_____
27. 6,000- 8,999	_____	_____	_____	2,000- 2,999	_____	_____	_____
28. 9,000- 11,999	_____	_____	_____	3,000- 3,999	_____	_____	_____
29. 12,000- 14,999	_____	_____	_____	4,000- 4,999	_____	_____	_____
30. 15,000- 17,999	_____	_____	_____	5,000- 5,999	_____	_____	_____
31. 18,000- 20,999	_____	_____	_____	6,000- 6,999	_____	_____	_____
32. 21,000- 23,999	_____	_____	_____	7,000- 7,999	_____	_____	_____
33. 24,000- 26,999	_____	_____	_____	8,000- 8,999	_____	_____	_____
34. 27,000- 29,999	_____	_____	_____	9,000- 9,999	_____	_____	_____
35. 30,000- 32,999	_____	_____	_____	10,000- 10,999	_____	_____	_____
36. 33,000- 35,999	_____	_____	_____	11,000- 11,999	_____	_____	_____
37. 36,000- 38,999	_____	_____	_____	12,000- 12,999	_____	_____	_____
38. 39,000- 41,999	_____	_____	_____	13,000- 13,999	_____	_____	_____
39. 42,000- 44,999	_____	_____	_____	14,000- 14,999	_____	_____	_____
40. 45,000 & OVER	_____	_____	_____	15,000 & OVER	_____	_____	_____
41. Total	_____	_____	_____	Total	_____	_____	_____

# Fiscal Operations Report

OMB No 1840-0073  
Expires 6/30/91

Name of Institution  
and State \_\_\_\_\_

Serial  
Number \_\_\_\_\_

Entity  
Number 1 - \_\_\_\_\_

## Part III. Perkins Loan Program

### SECTION A - FISCAL REPORT (CUMULATIVE) AS OF JUNE 30, 1990

LINE	ITEM a	NO. OF BORROWERS b	DEBIT BALANCES c	CREDIT BALANCES d
1	CASH ON HAND AND IN DEPOSITORY		\$	
2	FUNDS RECEIVABLE FROM FEDERAL GOVERNMENT		\$	
3	FUNDS RECEIVABLE FROM INSTITUTION		\$	
4	FUNDS ADVANCED TO STUDENTS		\$	
5	LOAN PRINCIPAL COLLECTED			\$
5 1	DEFAULTED LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY THE UNITED STATES			\$
6 4	LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR TO JULY 1, 1972 (control) FOR T/M SERVICE			\$
7 1	TEACHING SERVICE - 15% RATE		\$	
7 2	TEACHING SERVICE - 20% RATE		\$	
7 3	TEACHING SERVICE - 30% RATE		\$	
7 4	MILITARY SERVICE - 12 1/2% RATE		\$	
7 5	LOAN PRINCIPAL CANCELLED ON LOANS MADE JULY 1, 1972 AND AFTER (control) FOR T/M SERVICE			\$
8 1	VOLUNTEER SERVICE - 15% RATE		\$	
8 2	VOLUNTEER SERVICE - 20% RATE		\$	
8 3	LOAN PRINCIPAL CANCELLED - FOR VOLUNTEER SERVICE (control)			\$
8 & 9	LOAN PRINCIPAL CANCELLED - DEATH/DISABILITY			\$
10	LOAN PRINCIPAL CANCELLED - BANKRUPTCY			\$
11	LOAN PRINCIPAL ADJUSTMENTS - OTHER			\$
12	FEDERAL CAPITAL CONTRIBUTIONS			\$
13	REPAYMENTS OF FUND CAPITAL TO FEDERAL GOVERNMENT		\$	
14	INSTITUTIONAL CAPITAL CONTRIBUTIONS			\$
15	REPAYMENTS OF FUND CAPITAL TO INSTITUTION		\$	
16	INTEREST INCOME ON LOANS			\$
17	OTHER INCOME			\$
18	REIMBURSEMENTS TO THE FUND OF AMOUNTS CANCELLED ON LOANS MADE JULY 1, 1972 AND AFTER			\$
19 2	ADMINISTRATIVE EXPENSES		\$	
19 3	COLLECTION COSTS		\$	
19 4	COSTS OF ADMINISTRATIVE EXPENSES AND COLLECTION COSTS (control)			\$
20 & 21	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED FOR TEACHING/MILITARY SERVICE ON LOANS MADE PRIOR TO JULY 1, 1972		\$	
22	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED FOR TEACHING SERVICE ON LOANS MADE JULY 1, 1972 AND AFTER		\$	
23	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED FOR MILITARY SERVICE ON LOANS MADE JULY 1, 1972 AND AFTER		\$	
4 1	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED BECAUSE OF VOLUNTEER SERVICE IN THE PEACE CORPS OR UNDER THE DOMESTIC VOLUNTEER SERVICE ACT OF 1973		\$	
24 & 25	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED BECAUSE OF DEATH/DISABILITY		\$	
26	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED BECAUSE OF BANKRUPTCY		\$	
27	COST OF DEFAULTED LOAN PRINCIPAL AND INTEREST ASSIGNED TO AND ACCEPTED BY THE UNITED STATES		\$	
27 1	OTHER COSTS OR LOSSES (Specify)		\$	
28	TOTAL DEBITS AND CREDITS (sum of lines 1 through 27. 1)		\$	\$

ED Form 646-1, 6/30/91

Name of Institution \_\_\_\_\_  
and State \_\_\_\_\_Serial  
Number \_\_\_\_\_Entity  
Number 1 - \_\_\_\_\_

## Section B. Fund Activity (Annual) During the 1989-90 Award Year (July 1, 1989 through June 30, 1990)

		Amount
1. Final adjusted Federal Capital Contribution authorization	_____	\$ _____
	date of adj.	
2. Amount of adjusted authorized Federal Capital Contribution for Award Year 1989-90 not requested from ED/PMS by June 30, 1990 (YOUR AWARD WILL BE REDUCED BY THIS AMOUNT NEXT SPRING. See instructions)		\$ _____
3. Funds advanced to students from the loan fund during the 1989-90 Award Year (minus 1989-90 Award Year refunds)		\$ _____
4. Administrative cost allowance claimed for the 1989-90 Award Year (See instructions)		\$ _____
	Number of Borrowers (a)	Amount (b)
5. Total principal and interest repaid by borrowers from all sources during the 1989-90 Award Year	_____	\$ _____

Name of Institution  
and State \_\_\_\_\_Serial  
Number \_\_\_\_\_Entity  
Number 1 - \_\_\_\_\_

## SECTION C - CUMULATIVE REPAYMENT INFORMATION AS OF JUNE 30, 1990

## STATUS OF BORROWERS AS OF JUNE 30, 1990

a		NUMBER OF BORROWERS b	AMOUNT LENT c	PRINCIPAL AMOUNT OUTSTANDING d
1	Borrowers whose loans are fully retired			
2	Borrowers whose defaulted notes were assigned by February 15, 1990 and accepted by the Department of Education			
3.1	Student status at your institution or at another institution			
3.2	First grace period			
3.3	Deferral and other grace periods			
3.4	Total borrowers not in repayment status (sum of lines 3.1 through 3.3)			
4	Borrowers on schedule in repayment status			
5.1	In default less than 120 days (monthly installments)			
5.2	In default less than 180 days (other installments)			
5.3	Total borrowers whose accounts were in default but not used in computing the default rate (sum of lines 5.1 and 5.2)			
6.1	In default 120 days or more up to 2 years (monthly installments)			
6.2	In default 180 days or more up to 2 years (other installments)			
6.3	In default more than 2 years up to 4 years			
6.4	In default more than 4 years up to 9 years			
6.5	In default more than 9 years			
6.6	Total borrowers whose accounts were in default & used in computing the default rate (sum of lines 6.1 through 6.5)			
7	Total (sum of lines 3.4, 4, 5.3 and 6.6)			

## 8 Calculating the Default Rate

$$\left( \frac{\text{Defaulted Principal Amount Outstanding}}{\text{Matured Loans}} \times 100 = \text{Default Rate} \right)$$

Part III, Section C, Line 6.6, Column d

Part III, Section A, Line 4, Column c minus the sum of Part III,  
Section C, Line 3.1, Column c, and Line 3.2, Column c

X 100 = \_\_\_\_\_ %

# Fiscal Operations Report

OMB No 1840-0073  
Expires 6/30/97

of Institution  
ate \_\_\_\_\_

Serial  
Number \_\_\_\_\_

Entity  
Number 1 - \_\_\_\_\_

## Part IV. Supplemental Educational Opportunity Grant Program (SEOG)

Award Year July 1, 1989 Through June 30, 1990

### Section A. Federal Funds Authorized for SEOG

Final Adjusted SEOG Authorization

\_\_\_\_\_ date of adj.

\$ \_\_\_\_\_

### Section B. Federal Funds Available for SEOG Expenditures

CWS Funds Transferred to and Spent in SEOG

+ \$ \_\_\_\_\_

SEOG Funds Transferred to and Spent in CWS

- \$ \_\_\_\_\_

Funds Available (Lines 1 + 2 - 3)

\$ \_\_\_\_\_

### Section C. Total Grants to Students

Total SEOG Disbursements to Students

\$ \_\_\_\_\_

Institutional Share of Disbursements to Students  
(\_\_\_\_\_ (5% of line 5))

\$ \_\_\_\_\_

### Section D. Federal Funds Spent for SEOG Program

Federal Share of SEOG Disbursements to Students (\_\_\_\_\_ (95% of Line 5))

\$ \_\_\_\_\_

Administrative Cost Allowance Claimed

+ \$ \_\_\_\_\_

Funds Spent (Lines 7 + 8)

\$ \_\_\_\_\_

### Section E. Use of Federal SEOG Authorization

Expended SEOG Authorization (Line 3 + Line 9 - Line 2)

\$ \_\_\_\_\_

Unexpended SEOG Authorization (Line 1 - Line 10)  
(cannot be negative)

\$ \_\_\_\_\_

### Section F. Miscellaneous Information

Prior Year Recoveries  
(If any portion of this entry is applicable to one or more open  
awards in your ED/PMS account, mark box with an X. ☐)

\$ \_\_\_\_\_

# Fiscal Operations Report

OMB No 1840-0073  
Expires 6/30/91

Name of Institution  
and State \_\_\_\_\_

Serial  
Number \_\_\_\_\_

Entity

Number 1 - \_\_\_\_\_

## Part V. College Work-Study Program (CWS) For Award Year July 1, 1989 Through June 30, 1991

### Section A. Federal Funds Authorized for CWS

1. Final Adjusted CWS Authorization

\_\_\_\_\_

date of adj.

\$ \_\_\_\_\_

### Section B. Federal Funds Available for CWS Expenditures

2. SEOG Funds Transferred to and Spent in CWS

+ \$ \_\_\_\_\_

3. CWS Funds Transferred to and Spent in SEOG

- \$ \_\_\_\_\_

4. 1990-91 Funds Carried Back and Spent in 1989-90

+ \$ \_\_\_\_\_

5. 1988-89 Funds Carried Forward and Spent in 1989-90

+ \$ \_\_\_\_\_

6. 1989-90 Funds Carried Forward to be Spent in 1990-91

- \$ \_\_\_\_\_

7. 1989-90 Funds Carried Back and Spent in 1988-89

- \$ \_\_\_\_\_

8. Total Funds Available for 1989-90 (Lines 1 + 2 - 3 + 4 + 5 - 6 - 7)

\$ \_\_\_\_\_

### Section C. Total Compensation for CWS

9. Total Earned Compensation for Regular CWS Jobs

\$ \_\_\_\_\_

10. Total Earned Compensation for Community Service Learning Program Jobs

+ \$ \_\_\_\_\_

11. Total Earned Compensation for Total CWS Program (Line 9 + Line 10)

\$ \_\_\_\_\_

- a. On-campus expenditures

\$ \_\_\_\_\_

- b. Off-campus expenditures at public or private non-profit agencies

\$ \_\_\_\_\_

- c. Off-campus expenditures in the private (for profit) sector

\$ \_\_\_\_\_

12. Total Institutional Share of Earned Compensation (See instructions)

\$ \_\_\_\_\_

### Section D. Funds Spent from Federal Share of CWS

13. Total Federal Share of CWS Earned Compensation (Both Regular and Community Service Learning Program)

\$ \_\_\_\_\_

- a. Compensation at Federal Share not to exceed 75%

\$ \_\_\_\_\_

- b. Off-campus private (for profit) sector compensation at Federal Share not to exceed 55%

\$ \_\_\_\_\_

- c. Community Service Learning Program compensation at Federal Share not to exceed 90%

\$ \_\_\_\_\_

14. Administrative Cost Allowance Claimed (other than CSLP)

+ \$ \_\_\_\_\_

15. Administrative Cost Allowance Claimed for CSLP (May Not Exceed 10% of Line 10)

+ \$ \_\_\_\_\_



# Fiscal Operations Report

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Expires 6/30/97

Name of Institution  
and State \_\_\_\_\_

Serial  
Number \_\_\_\_\_

Entity  
Number 1- \_\_\_\_\_

16. Total Federal Share of Job Location and Development Program Expenditures

+ \$ \_\_\_\_\_

a. Regular JLD Program expenditures: the lesser of \$30,000 or 10% of  
(the sum of your 1989-90 original and supplemental authorizations),

\$ \_\_\_\_\_

b. JLD Program expenditures for CSLP: the lesser of \$20,000 or 10% of  
(the sum of your 1989-90 original and supplemental authorizations),

\$ \_\_\_\_\_

17. Total Federal Funds Spent for CWS (Sum of Lines 13 through 16)

\$ \_\_\_\_\_

## Section E. Use of Federal CWS Authorization

18. Expended CWS Authorization (Lines 3 + 6 + 7 + 17) minus (Lines 2 + 4 + 5)

\$ \_\_\_\_\_

19. Unexpended CWS Authorization (Line 1 - Line 18)

\$ \_\_\_\_\_

## Section F. Miscellaneous Information

20. Prior Year Recoveries (If any portion of this entry is applicable to one or more open awards in  
your ED/PMS account, mark box with an X. ☐)

\$ \_\_\_\_\_

## Section G. Information About the Job Location and Development Programs

21. Total Expenditures for the Job Location and Development Programs

\$ \_\_\_\_\_

a. Regular JLD Expenditures

\$ \_\_\_\_\_

b. CSLP-JLD Expenditures

\$ \_\_\_\_\_

22. Institutional Expenditures for the JLD Programs (See instructions)

\$ \_\_\_\_\_

23. Number of Students for Whom Jobs Were Located or Developed

\_\_\_\_\_

24. Total Earnings of the Students in Line 24 Above

\$ \_\_\_\_\_

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Serial  
Number \_\_\_\_\_

Entity  
Number 1 \_\_\_\_\_

## Part VI. Program Summary

For Award Year July 1, 1989 Through June 30, 1990

### Section A. Distribution of Program Recipients and Expenditures by Type of Student

TAXABLE & NON-TAXABLE INCOME CATEGORY/ STUDENT TYPE	PERKINS LOAN		SEOG		CWS		SUMMARY	
	a Recipients	b Funds	c Recipients	d Funds	e Recipients	f Funds	g Recipients	h Funds
1. \$0- 5,999								
2. \$6,000- 11,999								
3. \$12,000- 17,999								
4. \$18,000- 23,999								
5. \$24,000- 29,999								
6. \$30,000 AND OVER								
7. Undergraduate Independent								
8. Graduate/ Professional			DOES NOT APPLY	DOES NOT APPLY				
9. TOTAL								
10. Less than full- time students								

Dependent Undergraduate

Name of Institution  
and State \_\_\_\_\_Serial  
Number \_\_\_\_\_Entity  
Number 1- \_\_\_\_\_**Administrative Cost Allowance Worksheet (Worksheet must be retained for audit and program reviews)****Section B. Calculating the Administrative Cost Allowance****STEP 1 Calculate the amount spent in 1989-90 on which the Administrative Cost Allowance is based:**

1. Total compensation in CWS (amount from Part V, Section C, line 11) \$ \_\_\_\_\_
2. CSLP employment expenditures (amount from Part V, Section C, line 10) - \$ \_\_\_\_\_
3. Eligible expenditures for CWS Administrative Cost Allowance calculation (line 1 minus line 2) (must be the same as Part V, Section C, line 9) \$ \_\_\_\_\_
4. Amount of Perkins Loan funds advanced to students (amount from Part III, Section B, line 3) + \$ \_\_\_\_\_
5. Total SEOG funds disbursed to students (amount from Part IV, Section C, line 5) + \$ \_\_\_\_\_
6. TOTAL Amount Spent (line 3 + 4 + 5) \$ \_\_\_\_\_

**STEP 2 Calculate the Administrative Cost Allowance:**  
(Complete only ONE Subsection)**Institutions whose total amount spent was \$2,750,000 OR LESS**

7. Enter total amount spent (line 6) \$ \_\_\_\_\_
8. Multiply x .05 \$ \_\_\_\_\_
9. TOTAL Administrative Cost Allowance \$ \_\_\_\_\_  
(GO TO STEP 3)

**Institutions whose total amount spent was MORE THAN \$2,750,000 but LESS THAN \$5,500,000**

10. Enter total amount spent (line 6) \$ \_\_\_\_\_
11. Subtract - \$ 2,750,000
12. Expenditures over \$2,750,000 (line 10 minus line 11) \$ \_\_\_\_\_
13. Multiply x .04 \$ \_\_\_\_\_
14. Administrative Cost Allowance on expenditures over \$2,750,000 (line 12 x line 13) \$ \_\_\_\_\_
15. Add Administrative Cost Allowance on expenditures of \$2,750,000 + \$ 137,500
16. TOTAL Administrative Cost Allowance (line 14 + line 15) \$ \_\_\_\_\_  
(GO TO STEP 3)

**Institutions whose total amount spent was \$5,500,000 OR MORE**

17. Enter total amount spent (line 6) \$ \_\_\_\_\_
18. Subtract - \$ 5,500,000
19. Expenditures over \$5,500,000 (line 17 minus line 18) \$ \_\_\_\_\_
20. Multiply x .03 \$ \_\_\_\_\_
21. Administrative Cost Allowance on expenditures over \$5,500,000 (line 19 x line 20) \$ \_\_\_\_\_
22. Add Administrative Cost Allowance on expenditures of \$5,500,000 + \$ 247,500
23. TOTAL Administrative Cost Allowance (line 21 + line 22) \$ \_\_\_\_\_  
(GO TO STEP 3)

**STEP 3 Decide how much Administrative Cost Allowance the Institution claimed:**

24. How much Administrative Cost did the Institution claim? (The amount may be the same or less than the amount calculated in Step 2) \$ \_\_\_\_\_
25. How much Administrative Cost did the Institution claim in each program?
  - a. Perkins Loan (must be the same as Part III, Section B, line 4) \$ \_\_\_\_\_
  - b. SEOG (must be the same as Part IV, Section D, line 8) \$ \_\_\_\_\_
  - c. CWS (must be the same as Part V, Section D, line 14) \$ \_\_\_\_\_

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